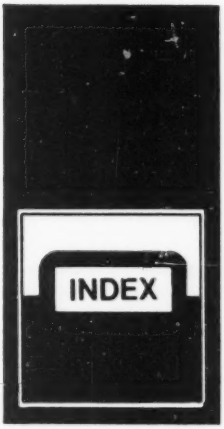
THE BALANCE SHEET



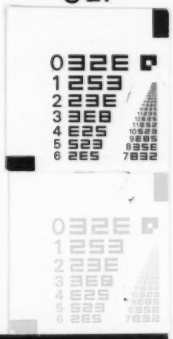
1981–82

AUTHOR	ISSUE	PAGE
Adler, Marjorie A. — Stop! Test! and Compare!	Dec./Jan.	155
Barnes, Cynthia C. — Shorthand — Do Secretaries Need It In The 80s?	Dec./Jan.	147
Beaumont, Lee R. — Word Processing Through the Looking Glass	November	65
Bonnice, Joseph G. — A Risk Management Approach to Teaching Insurance	March	265
Bowser, Georgia W. — Developing Retail Management Competencies	November	77
Burford, Anna M. — Are Paper Files Obsolete?	February	177
Chaney, Lillian H. — How to Fail in Teaching Without Really Trying	November	95
Collins, Bertha B. — Why the Need to Write in Business Communications?	Sept./Oct.	43
DeMars, Nancy — Today's Professional Secretary	Sept./Oct.	9
Dickey-Olson, Dr. Patsy A. — Keyboarding	November	91
Dolecheck, Carolyn C. — Advise and Prepare Women Students for Business Careers	February	187
Dolecheck, Mike — Advise and Prepare Women Students for Business Careers	February	187
Drum, William O. — Microcomputers in Business Education	Dec./Jan.	143
Eisenhour, Jan V. — The Image of the Secretary	Sept./Oct.	4
Erickson, Lawrence W. — The Dvorak Simplified versus The Standard Keyboard	April	311
Fredrickson, Patricia A. — Visual Problems on the VDT	March	245
Furtado, Lorraine T. — Entrepreneurship is "In" Today	Sept./Oct.	31
Gartland, Linda — Advice on a Secretarial Career	Sept./Oct.	12
Godell, James L. — Affective Skills are Important	November	70
Golen, Steven — The Need for Continuing Education	March	255
Gorton, Carolyn — Cooperative Education — For All Students	March	249
Gryder, Robert — Strategies for Teaching Records Management	Dec./Jan.	131
Gurley, Mary Jo — Use A Survey to Plan Your Workshop	Dec./Jan.	151

AUTHOR	ISSUE	PAGE
Gustafson, Marolyn J. — A Global Perspective for Business Education	Sept./Oct.	25
Haines, Peter G. — Entrepreneurship Is "In" Today	Sept./Oct.	31
Hayn, Robert — WANTED! A Capable Accounting Support Staff	Dec./Jan.	116
Hennington, JoAnn — Strategies for Teaching Records Management	Dec./Jan.	131
Johnson, Gary L. — Learning Microcomputer Keyboarding	March	228
Jones, Arvella — An Accounting Instructional System	November	87
Kuiper, Shirley — From Secretary to Manager — Myth or Reality?	November	81
Lambrecht, Judith C. — New Microcomputer Teaching Competencies	March	233
Levitt, Julie Griffin — Office Simulations: Types and Objectives	February	182
Lloyd, Louise — Questions, Anyone?	February	172
Loew, H. Charles — The CPA — More Than The Ordinary	Dec./Jan.	119
Losiniecki, Diane — Facing the Challenge of Bilingual Classes	Sept./Oct.	39
Luft, Roger L. — A Source for Distributive Educators To Tap	March	259
Mayer, Kenneth R. — Putting Consumer Education into Practice	Sept./Oct.	21
Meroney, John W. — Procedures, Equipment, and People	November	60
Milam, Ed — Let the Computer Be Your Teaching Aid	November	99
Miller, Dodie — Using Microcomputers in Accounting Programs	March	263
Morgan, George W. — Evaluating Students' Computer Programs	February	207
Nardone, Virginia E. — Training the Teacher for Word Processing	April	297
Northcutt, Helen A. — Are Paper Files Obsolete?	February	177
Olson, Kitty O'Rourke — Videotape — An Instructional Tool	Sept./Oct.	37
Pierson, Joan K. — Use a Survey to Plan Your Workshop	Dec./Jan.	151
Rich, John H. — A Missing Component of the IEP?	February	185
Rider, Michael E. — Word Processing and Office Systems	Dec./Jan.	127
Robinson, Brenda P. — Marriage, Motherhood, and Management	April	284
Robinson, Jerry W. — Learning Microcomputer Keyboarding	March	228
Rosenberg, Claire F. — Demand for Administrative Support Personnel	Dec./Jan.	135
Russell, Michael — Marketing and Microcomputers — A Perfect Combination	April	292
Silva, Lourdes E. — Shorthand Revisited	March	269
Simon, Judith C. — How to Fail in Teaching Without Really Trying	November	95
Snyder, Judy L. — Needed: Positive Work Attitudes for Office Success	April	301
Stern, Dorothy — Office Work for the Visually Disabled	April	305
Sunderman, Frank — Business Law: More Important Than Ever	November	73
Sustaita, Juan H. — Problem-Production Typing: Simple to Complex	February	199
Titkemeyer, M. Agnes — The Need for Continuing Education	March	255
Tyson, Alice — The Yellow-Brick Road to Word Processing	February	191
VanHuss, Susie H. — From Secretary to Manager — Myth or Reality?	November	81
Warmke, Roman F. — Economic Surgery — Get a Second Opinion	March	238
Whitlock, Donna — Videotape — An Instructional Tool	Sept./Oct.	37
Wiesen, Michael A. — Careers in the Hotel/Motel Industry	April	289
Willsey, Frances — An Educational Program for the Contemporary Office	Dec./Jan.	159
Woodall, Robbie R. — To Preview or Not To Preview: That Is An Accounting Question	Dec./Jan.	124
Yacht, Carol — The Office of the Future, Today	Sept./Oct.	17
Zentz, Candy S. — Vocational Educators Needed to Influence Legislation	February	203
Zuffa, Barbara, S. — An Educational Program for the Contemporary Office	Dec./Jan.	159
— Integrating Business English with Shorthand	February	211

TITLE	ISSUE	PAGE
(Accounting) The CPA — More Than The Ordinary — H. Charles Loew	Dec./Jan.	119
Accounting Instructional System; An — Arvella Jones	November	87
Accounting Programs; Using Microcomputers In — Dodie Miller	March	263
Accounting Question: To Preview or Not To Preview — That Is An — Robbie R. Woodall	Dec./Jan.	124

TITLE	ISSUE	PAGE
Accounting Support Staff; WANTED! A Capable — Robert Hayn	Dec./Jan.	116
Administrative Support Personnel; Demand For — Claire F. Rosenberg	Dec./Jan.	135
Advise and Prepare Women Students for Business Careers — Carolyn C. Dolecheck and Mike Dolecheck	February	187
Affective Skills Are Important — James L. Godell	November	70
Attitudes for Office Success; Needed: Positive Work — Judy L. Snyder	April	301
Bilingual Classes; Facing the Challenge of — Diane Losiniecki	Sept./Oct.	39
(Business Communications) Affective Skills Are Important — James L. Godell	November	70
Business Communications?; Why the Need to Write In — Bertha B. Collins	Sept./Oct.	43
Business Education; A Global Perspective For — Marolyn J. Gustafson	Sept./Oct.	25
Business Education; Microcomputers In — William O. Drum	Dec./Jan.	143
Business English with Shorthand; Integrating — Barbara S. Zuffa	February	211
Business Law: More Important Than Ever — Frank Sunderman	November	73
(Career Development) Marriage, Motherhood, and Management — Brenda P. Robinson	April	284
(Career Development) From Secretary to Manager — Myth or Reality? — Susie H. VanHuss and Shirley Kuiper	November	81
(Career Development) Advise and Prepare Women Students for Business Careers — Carolyn C. Dolecheck and Mike Dolecheck	February	187
Careers in the Hotel/Motel Industry — Michael A. Wiesen	April	289
Computer Be Your Teaching Aid; Let The — Ed Milam	November	99
Computer Programs; Evaluating Students' — George W. Morgan	February	207
Consumer Education Into Practice; Putting — Kenneth R. Mayer	Sept./Oct.	21
(Consumer Education) Stop! Test! and Compare! — Marjorie A. Adler	Dec./Jan.	155
Continuing Education; The Need For — Steven Golen and M. Agnes Titkemeyer	March	255
Cooperative Education — For All Students — Carolyn Gorton	March	249
CPA — More Than The Ordinary; The — H. Charles Loew	Dec./Jan.	119
Distributive Educators To Tap; A Source For — Roger L. Luft	March	259
Economic Surgery — Get A Second Opinion — Roman F. Warmke	March	238
Entrepreneurship Is "In" Today — Peter G. Haines and Lorraine T. Furtado	Sept./Oct.	31
Evaluating Students' Computer Programs — George W. Morgan	February	207
(Evaluation) How To Fail In Teaching Without Really Trying — Lillian H. Chaney and Judith C. Simon	November	95
Files Obsolete?; Are Paper — Anna M. Burford and Helen A. Northcutt	February	177
(Handicapped Students) A Missing Component of the IEP? — John H. Rich	February	185
(Handicapped Students) Office Work For the Visually Disabled — Dorothy Stern	April	305
Hotel/Motel Industry; Careers in the — Michael A. Wiesen	April	289
IEP?; A Missing Component of the — John H. Rich	February	185
Instructional Tool; Videotape — An — Kitty O'Rourke Olson and Donna Whitlock	Sept./Oct.	37
Insurance; A Risk Management Approach To Teaching — Joseph G. Bonnice	March	265
(International Business Environment) A Global Perspective for Business Education — Marolyn J. Gustafson	Sept./Oct.	25
Keyboard; The Dvorak Simplified versus The Standard Keyboard — Lawrence W. Erickson	April	311
Keyboarding — Patsy A. Dickey-Olson	November	91
Keyboarding; Learning Microcomputer — Jerry W. Robinson and Gary L. Johnson	March	228
Law — More Important Than Ever; Business — Frank Sunderman	November	73
Legislation; Vocational Educators Needed To Influence — Candy S. Zentz	February	203
Management; Marriage, Motherhood, and — Brenda P. Robinson	April	284
Marketing and Microcomputers — A Perfect Combination — Michael Russell	April	292
Microcomputers in Accounting Programs; Using — Dodie Miller	March	263
Microcomputers in Business Education — William O. Drum	Dec./Jan.	143
Microcomputer Keyboarding; Learning — Jerry W. Robinson and Gary L. Johnson	March	228
Microcomputer Teaching Competencies; New — Judith C. Lambrecht	March	233
Missing Component of the IEP?; A — John H. Rich	February	185
Need for Continuing Education; The — Steven Golen and M. Agnes Titkemeyer	March	255
Office; An Educational Program for the Contemporary — Frances Willsey and Barbara Zuffa	Dec./Jan.	159

TITLE	ISSUE	PAGE
(Office Employment Projections) Demand for Administrative Support Personnel — Claire F. Rosenberg	Dec./Jan.	135
Office of the Future, Today; The — Carol Yacht	Sept./Oct.	17
Office Simulations: Types and Objectives — Julie Griffin Levitt	February	182
Office Success; Needed: Positive Work Attitudes For — Judy L. Snyder	April	301
Office Systems; Word Processing and — Michael E. Rider	Dec./Jan.	127
Office Work for the Visually Disabled — Dorothy Stern	April	305
(Records Management) Are Paper Files Obsolete? — Anna M. Burford and Helen A. Northcutt	February	177
(Records Management) Questions, Anyone? — Louise Lloyd	February	172
Records Management; Strategies for Teaching — Robert Gryder and JoAnn Hennington	Dec./Jan.	131
Retail Management Competencies; Developing — Georgia W. Bowser	November	77
Risk Management Approach to Teaching Insurance; A. — Joseph G. Bonnice	March	265
Secretarial Career; Advice on a — Linda Gartland	Sept./Oct.	12
Secretaries Need It In The 80s?; Shorthand — Do — Cynthia C. Barnes	Dec./Jan.	147
Secretary; The Image of the — Jan V. Eisenhour	Sept./Oct.	4
Secretary; Today's Professional — Nancy DeMars	Sept./Oct.	9
Secretary To Manager — Myth or Reality?; From — Susie H. VanHuss and Shirley Kuiper	November	81
Shorthand — Do Secretaries Need It In The 80s? — Cynthia C. Barnes	Dec./Jan.	147
Shorthand; Integrating Business English With — Barbara Zuffa	February	211
Shorthand Revisited — Lourdes E. Silva	March	269
Simulations: Types and Objectives; Office — Julie Griffin Levitt	February	182
Source for Distributive Educators to Tap; A — Roger L. Luft	March	259
Stop! Test! and Compare! — Marjorie A. Adler	Dec./Jan.	155
Survey to Plan Your Workshop; Use A — Mary Jo Gurley and Joan K. Pierson	Dec./Jan.	151
Teacher For Word Processing; Training The — Virginia E. Nardone	April	297
Teaching Aid; Let The Computer Be Your — Ed Milam	November	99
Teaching Competencies; New Microcomputer — Judith C. Lambrecht	March	233
(Teaching) An Educational Program for the Contemporary Office — Frances Willsey and Barbara Zuffa	Dec./Jan.	159
(Teaching) Facing the Challenge of Bilingual Classes — Diana Losiniecki	Sept./Oct.	39
Teaching Insurance; A Risk Management Approach To — Joseph G. Bonnice	March	265
(Teaching) Marketing and Microcomputers — A Perfect Combination — Michael Russell	April	292
(Teaching) Needed: Positive Work Attitudes for Office Success — Judy L. Snyder	April	301
Teaching Records Management; Strategies For — Robert Gryder and JoAnn Hennington	Dec./Jan.	131
(Teaching) Videotape — An Instructional Tool — Kitty O'Rourke Olson and Donna Whitlock	Sept./Oct.	37
Teaching Without Really Trying; How To Fail In — Lillian H. Chaney and Judith C. Simon	November	95
(Technology) The Office of the Future, Today — Carol Yacht	Sept./Oct.	17
(Technology) Procedures, Equipment, and People — John W. Meroney	November	60
(Technology) Word Processing and Office Systems — Michael E. Rider	Dec./Jan.	127
(Typing) The Dvorak Simplified versus The Standard Keyboard — Lawrence W. Erickson	April	311
Typing — Simple to Complex; Problem Production — Juan H. Sustaita	February	199
Video Display Terminal; Visual Problems on the — Patricia A. Fredrickson	March	245
Videotape — An Instructional Tool — Kitty O'Rourke Olson and Donna Whitlock	Sept./Oct.	37
Visually Disabled; Office Work For The — Dorothy Stern	April	305
Visual Problems on the VDT — Patricia A. Fredrickson	March	245
Vocational Educators Needed to Influence Legislation — Candy S. Zentz	February	203
(Women's Career Development) Marriage, Motherhood, and Management — Brenda P. Robinson	April	284
Women Students for Business Careers; Advise and Prepare — Carolyn C. Dolecheck and Mike Dolecheck	February	187
Word Processing and Office Systems — Michael E. Rider	Dec./Jan.	127
Word Processing Through the Looking Glass — Lee R. Beaumont	November	65
Word Processing; Training the Teacher For — Virginia E. Nardone	April	297
Word Processing; The Yellow-Brick Road To — Alice Tyson	February	191
Workshop; Use a Survey to Plan Your — Mary Jo Gurley and Joan K. Pierson	Dec./Jan.	151
Write In Business Communications?; Why the Need To — Bertha B. Collins	Sept./Oct.	43

C21